



**South Pasadena Public Library  
BOARD OF TRUSTEES  
MINUTES  
June 11, 2015**



**CONVENE:**

Board President Ed Pearson called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on June 11, 2015 at 7:03 p.m.

**IN ATTENDANCE:**

Trustees Present

Ed Pearson, President  
Constance Lue, Vice President  
Ann Penn, Secretary  
Rick Thomas, Trustee

Also Present

Mayor Pro Tem Diana Mahmud  
Brendan Durrett, Measure L Committee  
President  
Ann Messana, Friends President  
Diane Larson, Friends Representative  
Ellen Daigle, Ellen's Silkscreening  
Joe Daigle  
Steve Fjeldsted, Director of Library, Arts &  
Culture  
Sean Faye, Library Administrative Secretary

**EXCUSED:** Andy Lippman, Trustee

**MINUTES:** The minutes of the regular meeting of May 14, 2015 were reviewed – **MSC: Constance Lue, Ann Penn – all approved**

**PUBLIC COMMENTS:** Ellen and Joe Daigle, from Ellen's Silkscreening, presented the Board of Trustees with a brief history of Leo Politi, complete with illustrations of his artwork. Ellen Daigle described Leo Politi as a children's author, a painter, and a philosopher. One of his oldest murals is on display in the Library's Children's Room. Ellen said that a body of his work will be on display this summer at the Pico House and that his family would like to ultimately donate all of his work, perhaps for a Leo Politi Museum. Joe Daigle read a letter from Paul Politi, Leo Politi's son, and said that South Pasadena always held a special place in his father's heart. Ann Messana said she would make a recommendation for the Friends to purchase some of Leo Politi's books from their Endowment Fund. President Ed Pearson thanked Ellen and Joe Daigle for their presentation.

[Ellen and Joe Daigle left the Board of Trustees Meeting at 7:23 p.m.]

**ACTION ITEMS:**

1. **Ellen & Joe Daigle's Recommendation of Placement of Leo Politi Sculpture outside Library – these will be donated by Ellen & Joe Daigle, Councilmembers, and possibly the Friends** – Director of Library, Arts & Culture Steve Fjeldsted said that nearly all of the \$9,000 has been raised to purchase the Leo Politi Sculpture. The Daigle Family will donate \$3,000, City Council will donate \$5,800, and the Friends may provide the remaining \$200. The Friends may also purchase the plaque with the sculpture's title that also acknowledges the donors. At this time the Daigle Family was unsure where to recommend the sculpture to be placed in the Library Park and said they would consult the Politi Family. President Pearson asked for this Action Item to be tabled until the next Trustees meeting on 7/23/15.

2. **Ellen & Joe Daigle's Recommendation of Placement of 4 Leo Politi paintings in the Library-** Director Fjeldsted, speaking on behalf of the Daigle Family, had agreed that the North Wall of the main reading area of the Library, above the Reference bookshelves, would be an ideal placement of these paintings. Ann Penn suggested the painting of a little girl, "Moy Moy," be displayed in the Children's Department and offered to speak with Senior Children's Services Librarian Maida Wong about its possible placement there.

**Motion by Library Board of Trustees Secretary Ann Penn, seconded by Trustee Rick Thomas, to have the remaining three Leo Politi paintings displayed on the North Wall.**

**AYES:** Pearson, Lue, Penn, Thomas  
**NOES:** None  
**ABSENT:** Lippman  
**ABSTAIN:** None

3. **Approval of Discard Policy on Items less than \$250 in value** – Director Fjeldsted presented the Board with a Draft Policy to grant the Director of Library, Arts & Culture the blanket authority to discard Library materials with an estimated worth less than \$250. Trustee Thomas expressed concern about discarding items that could become valuable, as the perception of what is valuable can change. Director Fjeldsted replied that this proposed policy was intended to spare the Library Board of Trustees from Action Items to discard broken office equipment and was done at the request of the Board. President Pearson suggested that the Board could continue the same policy, but cautioned that he would expect any future City Librarian would investigate the value of an item before disposing of it. Mayor Pro Tem Diana Mahmud offered a compromise in which the City Librarian would consult the President of the Trustees about the disposal of an item without involving the entire Board.

Trustee Vice President Constance Lue asked about inventory control and Director Fjeldsted replied that no City department has an inventory list. Secretary Penn thought it would be prudent for the Library to create an inventory list for accurate accounting. Director Fjeldsted agreed and added that it could prevent what happened with the accidental displacement and damaging of "The Children's Hour" sculpture that was broken and buried in the ground. President Pearson said the genesis of this Draft Policy was to remove junk, but that the discussion had raised some important issues for the Library to create an inventory. President Pearson asked for the draft policy to be revised to emphasize junk with two people's agreement. This will be tabled until the next Trustees meeting.

4. **Proposed Surplus Discard of InFocus 425Z Projector** – Director Fjeldsted informed the Board that an old projector belonging to the Library was found in former Assistant City Manager Hilary Straus's old office. He asked the Board for permission to give the projector to the City for its surplus auction.

**Motion by Library Board of Trustee Rick Thomas, seconded by Vice President Constance Lue, to approve the Proposed Discard of the InFocus 425Z Projector.**

**AYES:** Pearson, Lue, Penn, Thomas  
**NOES:** None  
**ABSENT:** Lippman

**ABSTAIN:       None**

**DISCUSSION ITEMS:**

1. **Measure L Renewal Options** – President Pearson informed the Board that the City Council had approved Measure L to be included on the ballot this November in accordance with the Library Board of Trustees’ general consensus of increasing the rates for the first year, including an additional Consumer Price Index (CPI) factor for years 2-7, and to extend the tax for 7 years. (Note: at City Clerk’s Office it was discovered that 7 years would place it on the ballot with Measure S, so Council changed it to 8 years.)

President Pearson thought this was good forward momentum but was concerned about the possibility of voters misunderstanding the percentages included in the wording of the Measure. Trustee Thomas agreed that the distinction is important, as the percentage sounds large, but really only breaks down to an additional \$8 per year for the average homeowner.

Measure L Committee President Brendan Durrett asked Director Fjeldsted to provide concrete examples of what could occur if Measure L didn’t pass, such as the possibility of the Library having to reduce hours. Vice President Lue asked for the specific cost of keeping the Library open on a Sunday. Secretary Penn said if the Measure L Committee gave more specifics it was more likely to improve the approval ratings of voters.

2. **Measure L Committee Activities** – Brendan Durrett informed the Board that the main activity of the Measure L Committee so far has been getting the initiative on the ballot. He continued that the Committee will have the official language for the Measure at the next City Council meeting on 6/17/15. After that the challenge will be to continue building the committee, establishing the campaign, building the website, and working to get the Measure passed.

President Pearson expressed concern about the perception that Measure L would go towards paying for the Library’s personnel cost increases, stating that the funds raised by Measure L should go towards the Operations and Maintenance costs of the Library.

[Brendan Durrett and Ann Messana left the Board of Trustees Meeting at 8:32 p.m.]

3. **Report on Goal 1 of Library Strategic Plan, 2011 to 2015** – Director Fjeldsted informed the Board of the Library’s progress in meeting the objectives of Goal #1 of the Strategic Plan, 2011 to 2015, to expand and improve its use of technologies.
  - Objective #1 - Director Fjeldsted said that he and Senior Librarian Barbara Posner have been attending meetings with the City’s IT firm, Acorn Technology Corporation. Director Fjeldsted and Senior Librarian Posner have opted to continue using SirsiDynix as the Library’s main integrated online computer system vendor.
  - Objective #2 - Director Fjeldsted said that the Library does not have much of a social media presence and that his personal Facebook account is used to announce upcoming events at the Library. The Library still cannot send out overdue reminders to patrons even though other libraries in the area have that capability.
  - Objective #3 - Director Fjeldsted thanked the Friends for using their funds to subscribe to Overdrive for e-books. The demand for e-books continues to grow, and while we have a circulation of e-books estimated to be around 40-50,000, that is low compared to other libraries in the area.

- Objective #4 – Director Fjeldsted said that the Library recently held a Job Hunter workshop. Director Fjeldsted said there will be more programs like this in the future.
  - Objective #5 – Director Fjeldsted said that the Library still hasn't received new computers from City funds, nor from revenue provided by the Public Library Fund because we haven't received any the last few years. He was informed that the Library would receive 9 new computers next year, whereas the Library Operations Study had recommended acquiring 25. Director Fjeldsted added that the Library needs portable devices for patrons to check out to use in the Library Park due to the lack of space.
4. **Volunteer Recognition Luncheon Review** – President Pearson asked for this to be tabled until the next Trustees meeting.
  5. **“Serving With a Purpose” Conference Recap** – President Pearson asked for this to be tabled until the next Trustees meeting.
  6. **Library Staffing Update** – Director Fjeldsted reported that the Adult Services position currently has someone on leave and that will continue until 7/1/15. A Full Time Library Clerk II has left Technical Services and a Part Time Library Clerk II has been promoted to a Full Time Library Clerk I to fill that open position. Another Part Time Library Clerk II gave her notice recently. A Part Time Library Clerk II position in the Administrative Office is open as the person that held that role was promoted to a Part Time Children's Librarian after getting her Library degree. She has now taken a Full Time position with the LA County Library at the Montrose Branch. Director Fjeldsted said the staff is stretched pretty thin throughout the organization and he is looking forward to when the Library is fully staffed again. President Pearson asked about the process for filling these positions and Director Fjeldsted replied that there is an online service called NeoGov where we request the positions needed and complete the necessary paperwork for City Hall. Director Fjeldsted added that we have been trying to fill some gaps in Reference using a temp agency. President Pearson asked to please be updated on this matter as he imagined that this can cause a severe strain on the staff.
  7. **July 2 Colburn School Wind Ensemble patriotic concert in Library Park at 6 p.m.** – Director Fjeldsted said the Colburn School Wind Ensemble will return at no cost to the Library Park this year on July 2 to celebrate the 4<sup>th</sup> of July after a stunning performance last year. People are being asked to bring blankets and folding chairs and the concert will draw people from the Farmers' Market.
  8. **Arts Crawl Art Book Sale and Ian Whitcomb Concert on July 17 in Community Room** – There will be an Art Book Sale in the Community Room at 5pm on 7/17. Ian Whitcomb will headline an Author Night at 7pm. Jim Tranquada may introduce him. Director Fjeldsted added that the last Arts Crawl Book Sale was very successful for the Friends.

## **CORRESPONDENCE AND COMMUNICATIONS:**

## **REPORTS:**

**Board President:** President Ed Pearson said that marketing had been the theme of the “Serving With a Purpose” conference he and Trustee Thomas had attended in Ontario, CA. He said it was directed mainly towards Friends organizations, but that Trustees have a function as well and expressed gratitude to have a City Librarian with such effective marketing skills. President Pearson encouraged the Trustees to attend more events at the Library.

**Trustee:** None to report.

**City Council Liaison:** Mayor Pro Tem Diana Mahmud said the reason why the White Wine policy wasn't on this month's agenda is because it is waiting on input from the City Manager who is focused on developments with the 710. Mayor Pro Tem Mahmud encouraged the Board to visit the City's webpage for the alternative proposal to the 710, [www.beyondthe710.org](http://www.beyondthe710.org), where there is a sample letter that can be sent. Mayor Pro Tem Mahmud said it would be very helpful to have as many residents weigh in as possible.

**Friends Representative:** None to report.

**Trustee Liaison to Friends:** None to report.

**Representative to Community Center Ad Hoc Report:** None to report.

**Director of Library, Arts & Culture:**

- The California Library Association Annual Conference is coming up in November in Pasadena and there is money in the budget for the Trustees to attend.
- There was a Parking meeting with consultants and the School District. Director Fjeldsted told the consultants about the 349 comments made in the last Strategic Plan by respondents who said they would value the Library more if there was better parking. The Library has an opportunity to have its parking needs considered and there will be more public meetings in the future. Another letter from the Trustees expressing this concern would be helpful.
- The "Walking Man" statue at the Gold Line Station is actually named "Astride Aside." Former Mayor Dorothy Cohen is donating a plaque with its true name that identifies Michael Stutz as the sculptor. The Metropolitan Transportation Authority wants to participate in the unveiling and Director Fjeldsted intends to invite the Board to the ceremony.
- New carpeting will be installed on the Library second floor at the end of July. The current carpet is at least 15 years old. This will coincide with the exterior painting of the Library and funds for payment have been encumbered from the FY 14/15 Budget.

**NEXT MEETING:** The next regular meeting for the Library Board of Trustees will be on 7/23/15 in the Ray Bradbury Conference Room in the Library at 7 p.m.

**ADJOURNMENT:** The regular meeting of June 11, 2015 was adjourned at 9:09 p.m.

Minutes approved \_\_\_\_\_ as written.

Minutes approved \_\_\_\_\_ as corrected.

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President